Self Service "My Biz (NAF)"
Module II, Chapter 1
Before You Begin

Introduction

The Self Service Employee "My Biz (NAF)" provides Non-Appropriated Fund (NAF) employees the ability to access their DCPDS employment-related information. The following pages provide a brief overview of how to access My Biz (NAF). Currently the employee will have a separate account with a separate Username for each position held.

Contents

Logging into My Biz

To access *My Biz (NAF)* navigate to the link provided by your HRO office. The following login screen will display. Enter Username and Password. The default username and password will be provided by your servicing HRO.

Figure 1

Changing the Default Password

After successfully entering the default user ID and password, the first time user will be directed to the Change Password window. **NOTE:** If you are a current DCPDS user, use your current user ID and password to access the My Biz responsibility.

Figure 2

Enter the following data elements:
- Old Password – This is your default password
- New Password – Passwords are case sensitive and must contain at least 9-characters using a combination of both upper and lower case letters, and special characters, including at least one of each (e.g., GemPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.
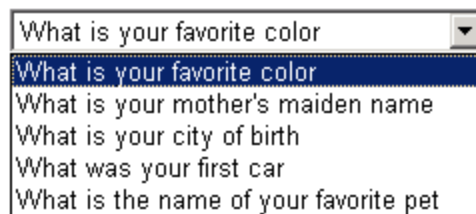

Figure 3

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available to current users and will be used for the Self Service Appraisal process.

- To save click the **Apply** button.

Resetting My Biz (NAF) Password
If you forget your 'My Biz (NAF)' password, the following steps can be used to reset the user account. From the Login screen click the Forgot your password? link.
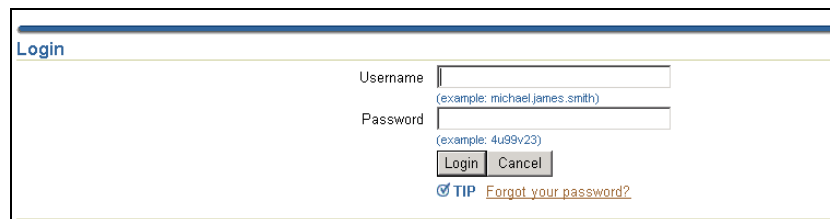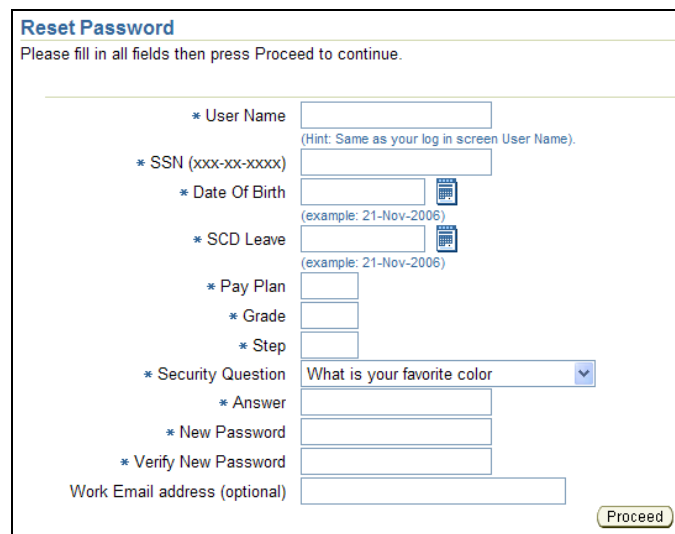

Figure 4

You will be directed to the Reset Password window. **NOTE:** This function currently requires input of a SCD Leave date. Since many NAF employees do not have such a date, these procedures are in the process of being redeveloped.
To reset a forgotten password you must input the following information:
- Username
- SSN
- Date of Birth
- Pay Plan
- Grade

- Step (if you do not have a step, input 00)
- Security Question - the security question is the question you answered at the time you first logged into to My Biz (NAF) when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the reset password function. *Users who cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*

Reset Password
Please fill in all fields then press Proceed to continue.

* User Name	
	(Hint: Same as your log in screen User Name).
* SSN (xxx-xx-xxxx)	
* Date Of Birth	
	(example: 21-Nov-2006)
* SCD Leave	
	(example: 21-Nov-2006)
* Pay Plan	
* Grade	
* Step	
* Security Question	What is your favorite color
* Answer	
* New Password	
* Verify New Password	
Work Email address (optional)	

Proceed

Figure 5

Click the Proceed button. You will be returned to the main login screen, type in your Username and new password to continue.

Login

OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
* * * WARNING * * * WARNING * * * WARNING * * * WARNING * * *

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a $10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:
- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username
Password
Login
TIP Forgot your password?
Introducing My Biz and My Workplace

Figure 6

After successfully entering the Username and password the My Biz (NAF) "home page" displays.

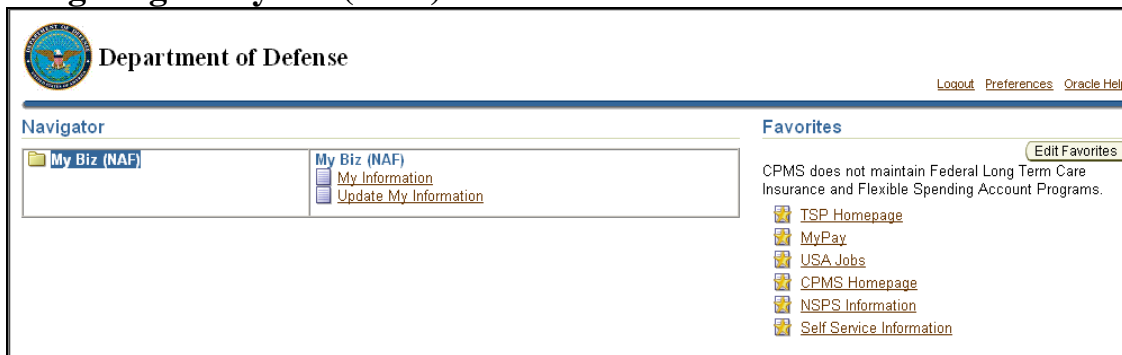**Figure 7**

Navigating in My Biz (NAF)

Figure 8

The web page displays with three columns. The left column displays all of the User's Responsibilities;

Figure 9

The column in the middle displays the available Functions:

Figure 10

My Information – provides employee with a view of their employment related information
Update My Information – allows employees to update limited employee data

The column on the right is your stored Favorites.

Figure 11

When navigating within My Biz (NAF), users must use appropriate icons, buttons and links to navigate through the screens. The 'Back' button must not be used while navigating within My Biz (NAF).

Other Features

Home
To return to the homepage from anywhere in the application click <u>Home</u> link located at the top right hand side of window and also at the bottom center of the window.
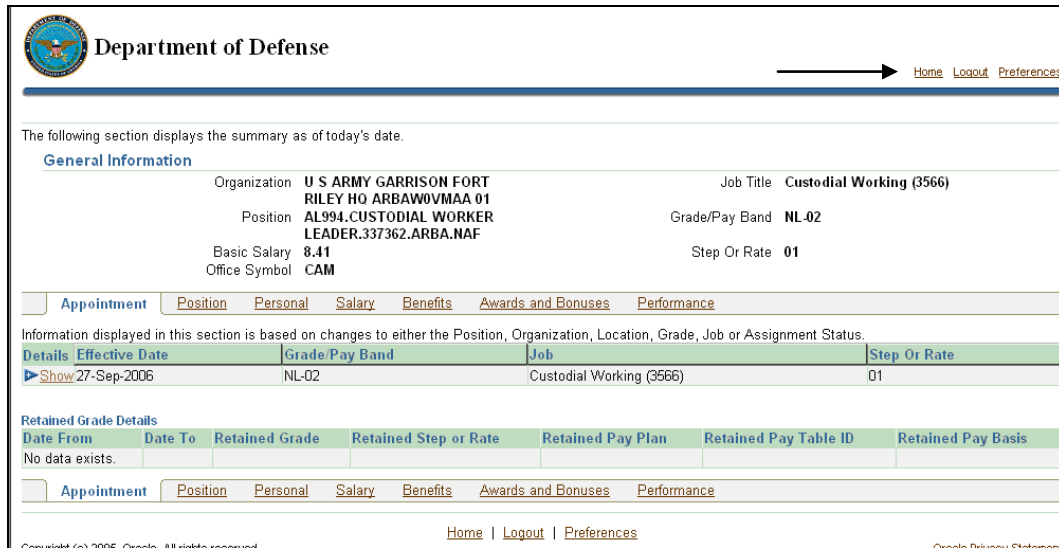
Figure 12

You are returned to the homepage.
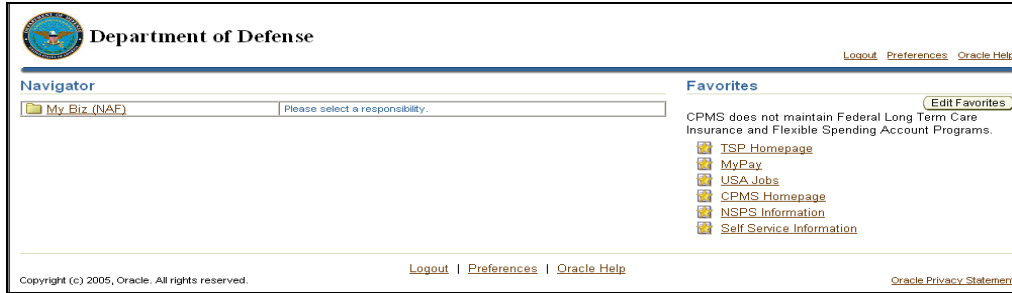
Figure 13

Logging Out of My Biz (NAF)

To properly logout click the Logout **link at the top or bottom of page.**
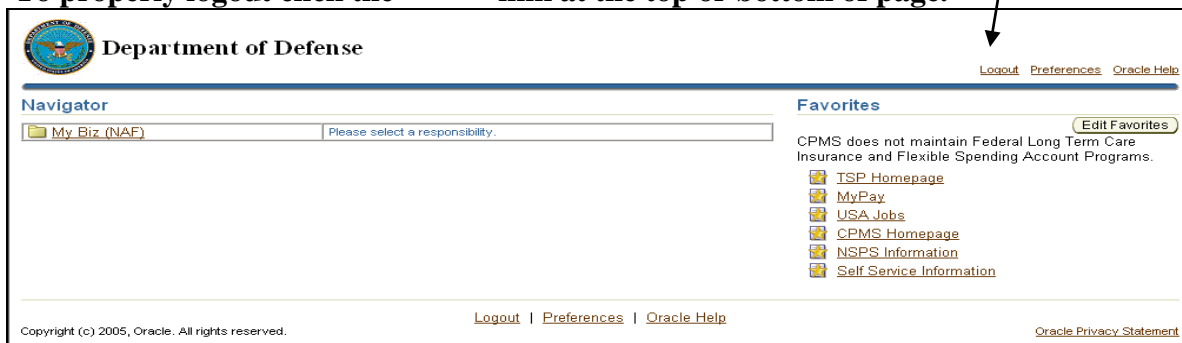
Figure 14

You are returned to the login screen.

Figure 15

To ensure your personal information is protected, close the Internet browser after logout is complete.

Creating Favorites in My Biz (NAF)

Favorites allow employees to add links to their My Biz homepage for quick access to commonly used sites. Click the [Edit Favorites] button to make changes to your Favorites.

Figure 16

To add a "favorite" website, click the [Add URL] button.

Figure 17

Type the name of the web site you want displayed on your homepage; then type the URL information and click the [Apply] button.

Figure 18

After applying the changes, the homepage displays with the new link under the Favorites column. In this case, Army NAF website has been added to the favorites list.
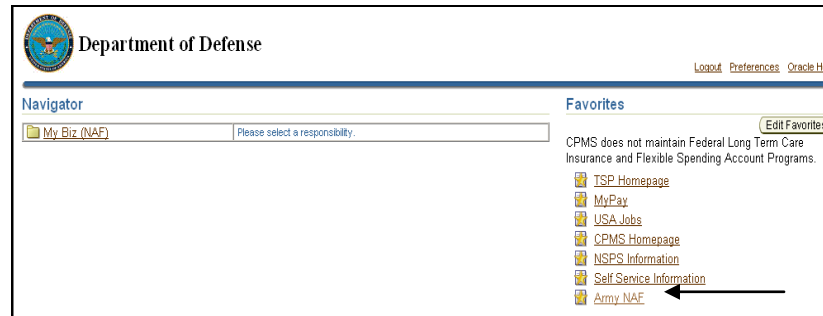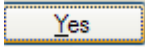

Figure 19

To access a favorite web site, double click on the link. A Security Alert window may appear, if so click [Yes] to continue.
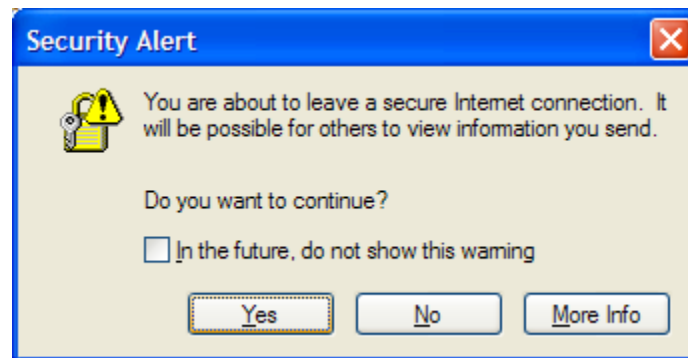

Figure 20

Note: To return to My Biz (NAF) you must use the Back button.